

Retention and Classification Report

Agency: Department of Human Services. Division of Juvenile Justice Services. Office of Early Intervention Services (3240)

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Records Officer Theresa Oram

25872	Early intervention programs case files
25399	Financial Information Network (Fi-Net) payment records
14430	Invoices
25998	Shelter care and receiving center case files
25873	Work Camp youth offender case files

AGENCY: Department of Human Services. Division of Juvenile Justice Services.
Office of Early Intervention Services

SERIES: 25872

3

TITLE: Early intervention programs case files

DATES: 1995-

ARRANGEMENT: Chronological by age

ANNUAL ACCUMULATION: 26.00 cubic feet.

DESCRIPTION:

These files document the prevention or early intervention services that are provided to youth offenders between the ages of 8 and 21 in the state of Utah. The records contain information concerning the actions taken by staff to contact parents or guardians of youth offenders, and to evaluate the need for care and services. Specific types of records contained in this series include numerous reports, assessments, psychological evaluations, treatment summaries, correspondence, tracking logs, intake assessments, academic and medical histories, and release/discharge summaries.

RETENTION:

Retain until subject reaches age 21

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 3, Item 29.

AUTHORIZED: 02/10/2006

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until subject reaches age 21 and then destroy.

AGENCY: Department of Human Services. Division of Juvenile Justice Services.
Office of Early Intervention Services

SERIES: 25872

TITLE: Early intervention programs case files

(continued)

APPRAISAL:

Administrative

PRIMARY CLASSIFICATION:

Private UCA 63G-2-302 (2008)

SECONDARY CLASSIFICATION(S):

Controlled. UCA 63G-2-304 (2008)

Protected. UCA 63G-2-305 (2008) Staff daily logs and CPS
investigations

AGENCY: Department of Human Services. Division of Juvenile Justice Services.
Office of Early Intervention Services

SERIES: 25399

3

TITLE: Financial Information Network (Fi-Net) payment records

DATES: 1997-

ARRANGEMENT: Alphabetical by vendor name

ANNUAL ACCUMULATION: 4.00 cubic feet.

DESCRIPTION:

Records processed through the state accounting system that document the expenditure of cash and the appropriate supporting information. Includes payment invoices, purchasing records, travel reimbursements, vendor correspondence and supporting documentation.

RETENTION:

Retain 7 years after end of fiscal year in which they were initiated.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 7, Item 53.

AUTHORIZED: 05/03/2004

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years after end of fiscal year in which they were initiated and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

APPRAISAL:

Administrative Fiscal

AGENCY: Department of Human Services. Division of Juvenile Justice Services.
Office of Early Intervention Services

SERIES: 25399

TITLE: Financial Information Network (Fi-Net) payment records

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Human Services. Division of Juvenile Justice Services.
Office of Early Intervention Services

SERIES: 14430

1

TITLE: Invoices

DATES: 1980-

ARRANGEMENT: Numerical by invoice number

ANNUAL ACCUMULATION:

DESCRIPTION:

These records are used to pay municipal bills. They include copies of checks, invoices, purchase orders, and receiving reports. May also include correspondence with vendors and computer printouts.

RETENTION:

Retain 7 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

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Paper: Retain in Office for 7 years and then destroy.

APPRAISAL:

Administrative Fiscal

AGENCY: Department of Human Services. Division of Juvenile Justice Services.
Office of Early Intervention Services

SERIES: 25998

3

TITLE: Shelter care and receiving center case files

DATES: 1983-

ARRANGEMENT: Chronological by age.

ANNUAL ACCUMULATION: 3.00 cubic feet.

DESCRIPTION:

Shelter Care and Receiving Center case files documents prevention and/or early intervention services provided to youth between the ages of 8 and under the age of 21 in the State of Utah. The files document action taken by staff to contact the youth's parents/guardians and evaluate the need for security, care and services. Records include: Index Card; Youth Services Tracking Log; Documentation Form; Referral Form; Contact Information; Facility Referral Intake Form; Parent Information; Letter of Consent; Agreement Between Parents and Receiving Center to temporarily place a youth; Juvenile Receiving Center Intake Summary; Law Enforcement Referral; Intake Assessment Worksheet; Medical History/Screening; Orientation and Rules; Consumer Rights Policy; Personal Property Inventory; Consent to Release Information; Pro-social Behavior Scale; Safety Scale; Critical Issues Questionnaire; Medication form; Room Inspection Sheet; Youth Services Activity/Documentation Log; and Release/Discharge Summary.

RETENTION:

Retain until subject reaches age 21.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 3, Item 30.

AUTHORIZED: 02/10/2006

AGENCY: Department of Human Services. Division of Juvenile Justice Services.
Office of Early Intervention Services

SERIES: 25998

TITLE: Shelter care and receiving center case files

(continued)

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until subject reaches age 21 and then destroy.

Computer data files: Retain in Office until subject reaches age 21 and then delete.

APPRAISAL:

Administrative Legal
Appraisal based on the administrative and legal requirements of the agency.

PRIMARY CLASSIFICATION:

Private UCA 63G-2-302; UAC R547-12

SECONDARY CLASSIFICATION(S):

Controlled. UCA 63G-2-304; UAC R547-12
Protected. UCA 63G-2-305

AGENCY: Department of Human Services. Division of Juvenile Justice Services.
Office of Early Intervention Services

SERIES: 25873

3

TITLE: Work Camp youth offender case files

DATES: 1994-

ARRANGEMENT: Chronological by date of birth

ANNUAL ACCUMULATION: 2.00 cubic feet.

DESCRIPTION:

These files document the history of offenders in the State of Utah for youths between the ages of 10 and 21 years of age who have been committed or placed in the custody of the Division and assigned to the work camp program by the court following adjudication for a delinquent act. Information includes youth information sheet; releases of information and liability forms; personal property inventory; temporary custody agreement; secure facility treatment plan; Interstate compact agreement; courtesy supervision information; movement sheets; court orders; notice of court hearings; subpoenas; Parole Board correspondence; Parole Board notice of hearings; letters requesting decision of reviews and revocation; rap sheets; hearing summaries and minutes; pick-up orders; incident reports; grievances; education reports; consent forms correspondence; medical and dental reports including release summary, exams, bills, and lab/x-ray reports; receipts of restitution; restitution summary reports; work orders; police reports; State Hospital reports; out of state travel; clothing requests; banking and trust account information; visitor agreements and lists; travel permits; home visit contracts; Medicaid eligibility notices; immunization record; case manager daily activity logs; private provider activity logs; Needs Assessment and Service Plan; Service Agreement(PSC); social summary; Juvenile Court report; 90 day progress report; Private Provider monthly progress summaries; termination summary; family case forms; Title IV-E treatment plan and disposition report; SDS logs and summaries; Observation and assessment reports; individual, family, and group therapy notes; psychological evaluations; psychiatric evaluations; Medication Management Progress notes and prescriptions; substance abuse assessments; mental health evaluations; and sexual behavioral assessments and risk assessments. In addition, the Medicaid eligibility records include parent letter; youth card file; PACMIS information; wage information from parents and wage screen; data from E-find; social security information including SSA and SSI; reviews for Medicaid; proof of insurance; Medicaid cards; and financial asset declarations.

AGENCY: Department of Human Services. Division of Juvenile Justice Services.
Office of Early Intervention Services

SERIES: 25873

TITLE: Work Camp youth offender case files

(continued)

RETENTION:

Retain 21 years after subject reaches age 21.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 02/2006

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until subject reaches age 21 and then transfer to State Records Center. Retain in State Records Center for 21 years and then destroy.

APPRAISAL:

Administrative

PRIMARY CLASSIFICATION:

Private UCA 63G-2-302 (2008)

AGENCY: Department of Human Services. Division of Juvenile Justice Services.
Office of Early Intervention Services

SERIES: 25873

TITLE: Work Camp youth offender case files

(continued)

SECONDARY CLASSIFICATION(S):

Controlled. UCA 63G-2-304 (2008)

Protected. UCA 63G-2-305 (2008)